

TOWN OF HAMPDEN

Code Enforcement Office
Building Permit Application
Accessory Structures
(Detached Garages, Detached Decks, Pools, Sheds, etc...)

Permit Type
☐ **Residential**
☐ **Commercial**

for office use only

Maine Uniform Building and Energy Code is enforced by Town of Hampden per 10 M.R.S. §9724

Applicant Name: _____ **Phone:** _____
Mailing Address: _____ **Email:** _____
City/Town: _____ **State:** _____ **Zip:** _____ **Preferred Contact Method:** ☐ Phone ☐ Email
Applicant same as property owner? ☐ YES ☐ NO

Owner Name: _____ **Phone:** _____
Mailing Address: _____ **Email:** _____
City/Town: _____ **State:** _____ **Zip:** _____ **Preferred Contact Method:** ☐ Phone ☐ Email
Contractor same as applicant? ☐ YES ☐ NO **Contractor same as owner?** ☐ YES ☐ NO

Contactor Name: _____ **Phone:** _____
Mailing Address: _____ **Email:** _____
City/Town: _____ **State:** _____ **Zip:** _____ **Preferred Contact Method:** ☐ Phone ☐ Email

Who should Code Enforcement Call with questions regarding this application?

☐ Applicant ☐ Owner ☐ Contractor

Street Number (Not Lot #): _____ **Street Name:** _____

Tax Map: _____ **Lot:** _____ - _____ **Zoning District(S):** _____ **Road Frontage:** _____ ft

Expected Total Construction Cost: \$ _____

WILL YOUR PROJECT RESULT IN MORE THAN ONE ACRE OF DISTURBED LAND AREA? ☐ YES ☐ NO.

If yes, you are required to obtain a Construction General Permit or Stormwater Permit by Rule from the Maine Department of Environmental Protection.

Proposed Structure Setbacks: (Actual proposed Setbacks not Zone Minimum)

Front (street) Lot Line: _____ ft. **Side Lot Line (closest):** _____ ft. **Rear Lot Line:** _____ ft.

We highly recommend the use of a Professional Land Surveyor for siting the building location

Proposed Structure Dimensions: Length _____ ft. Width _____ ft.

Proposed Square Footage: Basement: _____ ft.² 1st Floor: _____ ft.² 2nd Floor: _____ ft.²

Total Square Footage: _____ ft.² **Proposed Structure Height:** _____ ft. **# Stories:** _____

Describe your proposed construction, in detail:
Plans MUST be submitted per the Permit Submission Requirements

Foundation Material: ☐ Concrete ☐ Masonry ☐ Other: _____

Foundation Type: ☐ Full ☐ Crawl Space ☐ ASCE 32 compliant ☐ Piers ☐
Frost protected shallow (IRC *R403.3*) ☐ Other: _____

Footing Size: Width: _____ in. Thickness/Depth: _____ in.

Foundation Walls: Thickness: _____ in. Height: _____ ft. **Unbalanced Backfill Height:** _____ ft.

Reinforcement: Horizontal per IRC Table *R404.1.2(1)* Vertical: Bar size: _____ On-center Spacing of Bars: _____ in.

Slab/Floor: Thickness: _____ in. **Radiant Heating in Slab/Floor:** ☐ Yes ☐ No

Concrete Strength: Please Refer to Table *R402.2* for Minimum Specified Compressive Strengths

Foundation Drainage (IRC Section *R405*): _____

☐ Lumber (*Graded, dressed and stamped*) ☐ Steel ☐ Other: _____

Manufacturer documentation, P.E. stamped, for any engineered/prefabricated wood products such as LVL carrying beams, floor or roof trusses and/or wood I beam style floor joists/roof rafters being used, must be provided.

FLOOR FRAMING²	Nominal Size: (3-2x8, 3-2x12, LVLs, etc.)	Spacing: (12", 16", 24" - On Center)	Span: (Distance between supports or columns)	Species: (Spruce, Pine, Fir, etc.)	Grade: (SS, #1, #2, #3)
Girder/Carrying Beam for 1st floor					
Girder/Carrying Beam – 2nd floor					
Floor Joists 1st floor					
Floor Joists 2nd floor					

WALL FRAMING	Load Bearing Studs			Non- Load Bearing Studs			Species: (Spruce, Pine, Fir, etc.)	Grade
	Size	Height	Spacing	Size	Height	Spacing		
Basement Stub/Stem Wall								
Exterior Walls								
Interior Walls								
Other:								

ROOF-CEILING CONSTRUCTION (Ground Snow Load= 70 lbs. per square foot)

☐ Pre-Engineered Wood Trusses or ☐ Rafters Is ceiling attached to rafters? ☐ Yes ☐ No

If using rafters please fill-in below:

Location: _____ Size: _____ Spacing: _____ oc Species: _____ Grade: _____ Span: _____

Location: _____ Size: _____ Spacing: _____ oc Species: _____ Grade: _____ Span: _____

Roof Covering Assembly:

Ice Protection: _____ *Required from the eaves edge to a point 24" inside the exterior wall line*

Underlayment: _____ *Only one layer required on roof slopes in excess of 4:12*

Weather Surface: _____ Roof Style: (Gambrel, Shed, Gable, Hip, etc.) _____

INSULATION			
Location	Material	R-Value or U-Factor:	Min. Req'd
Basement Walls			R-10/13
Floor over unconditioned space			R-30
Slab and Basement Floors			R-10, 4 ft. (R-15 if heated)
Exterior Walls			R-20 or 13+5
Ceiling			R-49
Doors			U-0.35
Windows			U-0.35
Other			

☐ Blown-in and/or Sprayed insulation to be used - *Certificate of Insulation by the installer must be provided.*

SHEATHING	Material:(Ex. Plywood, OSB)	Species:	Grade:(Ex.-A1, A2, C1, etc.)	Other:
Exterior Walls				
Floors				
Roof				

FINISHES	Material: (Ex. - Typar & Vinyl Siding, Paint & Paper, Ceramic Tile, etc.)
Exterior Walls	
Interior Walls	
Bathroom Walls	
Bathroom Floors	
Kitchen Floor	
Other:	

TEMP. CONTROL	Fuel and Distribution Type:
Main Heating System	
Hot Water	
Air Conditioning	

APPLICANT CERTIFICATION
Building Permit Application
Accessory Structures

I hereby certify that I am the owner of record/contract owner of the subject property/building or duly authorized agent of said person. (A letter must be submitted with the application to the Code Enforcement Office from the owner of record/contract owner authorizing this application or the owner of record/contract owner must sign below). I hereby certify that the information set forth herein is correct to the best of my knowledge and belief. Further, to the best of my knowledge all work completed by me, or my agents, will be completed in accordance with the applicable ordinances of the Town of Hampden and in compliance with the Maine Uniform Building and Energy Code (MUBEC). I understand that my permit application will be reviewed within 14 business days of a complete application being received by the Code Enforcement Office.

I also hereby attest that the provided drawing and dimensions are correct to the best of my knowledge.

BUILDING PERMITS EXPIRE IF THE WORK OR CHANGE IS NOT COMMENCED WITHIN TWELVE (12) MONTHS OF THE DATE ON WHICH THE PERMIT IS GRANTED, OR IF THE WORK OR CHANGE IS NOT SUBSTANTIALLY COMPLETED WITHIN TWO (2) YEARS OF THE DATE ON WHICH THE PERMIT IS GRANTED.

Signature of Applicant _____ Date ____/____/____

Signature of Owner of Record/Contract Owner _____ Date ____/____/____

Permit Fee: \$25.00 plus \$0.15 per square foot of total building area for detached decks, pools,etc. Accessory sheds are \$25.00 plus \$0.10 per square foot of total building area. Double Fee will be charge if construction is started prior to being issued a permit.

for office use only

Building Permit Application Fee

Total Square Footage: _____ **PERMIT #** _____
 X \$0.15 or \$0.10
 +\$25.00

Building Permit Fee \$ _____

☐ **Double Fee Charged, Authorized by:** _____

Zoning Review

Zoning Notes: _____

Building Review

Building Notes: _____

Fire Review

Fire Notes: _____

TOWN OF HAMPDEN

CODE ENFORCEMENT OFFICE

Permit Submission Requirements

Accessory Buildings/Structures

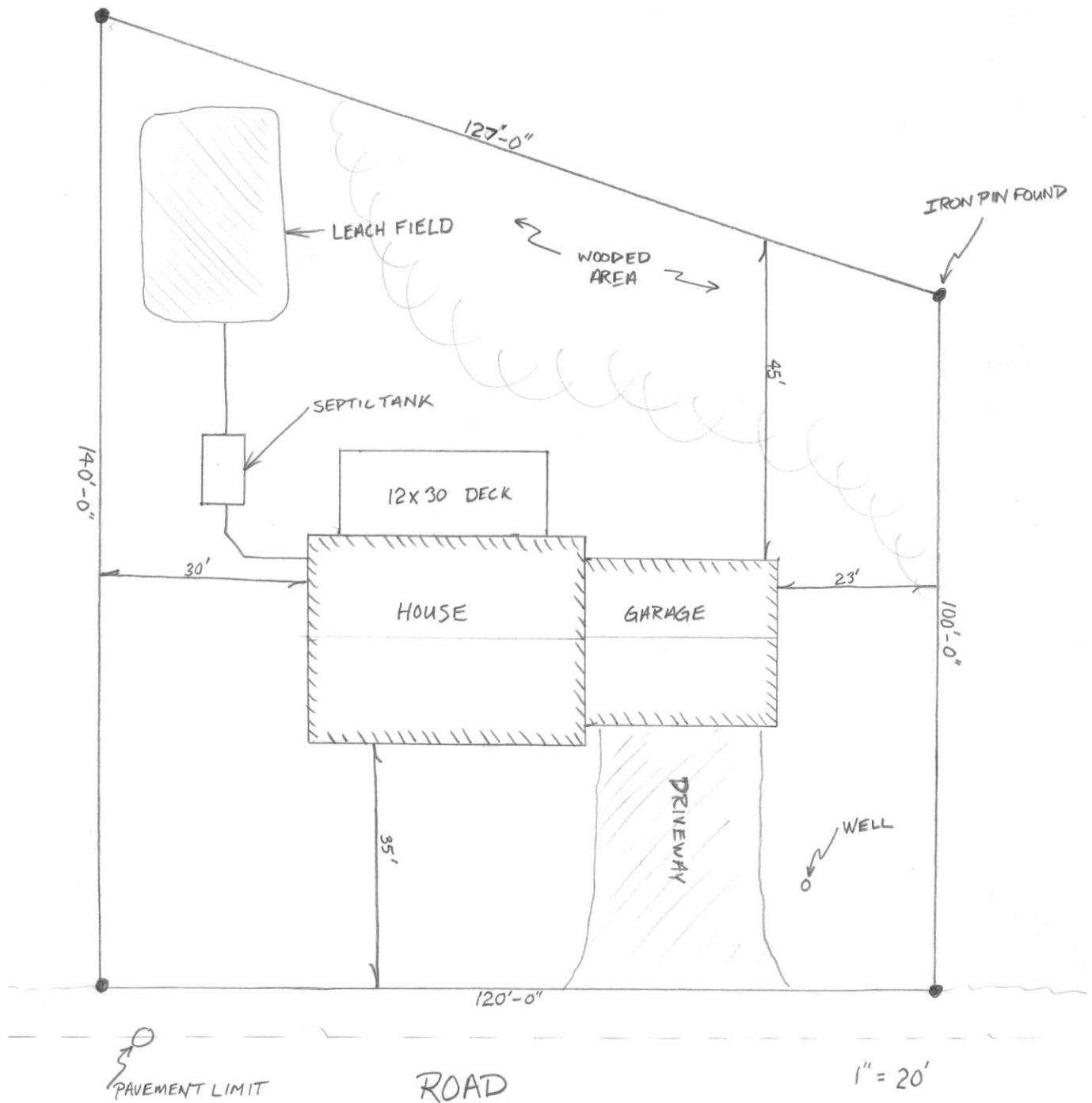
- Building Permit Application, signed by the Applicant and/or Owner
 - If not signed by land/building owner, a letter MUST accompany permit application stating the applicant has permission to obtain a permit on the owner's behalf.
- Three (3) copies of the building plans (see Plan Requirements below)
- Plot Plan
- Plumbing Application (HHE-211), *if applicable*
- Subsurface Wastewater Disposal System Application (HHE-200), *if applicable*
- Sewer Hook-on Application, *if applicable*
- Design Professional of Record, Commercial Projects
- Chimney or Fireplace Construction/Installation Disclosure, *if applicable*
- Owner/Applicant Signed Inspection Acknowledgement Form
- Truss Design, Stamped by Maine Professional Engineer, *submitted at Framing Inspection, if applicable*
- Insulation Certification Form, Blown or Sprayed Insulation, *submitted after Building Permit Approval but prior to issuance of COO*

Accessory Structure Plan Requirement, as applicable to the project

- Minimum page size 11" X 17", minimum scale of 1/8 inch = 1 square foot; all dimensions must be shown
- Name, address and occupation of the building designer. If the plans are prepared by a Maine-registered design professional, at least one set of plans must bear the original signature, seal, and date. This set will be retained by the Town.
- List of material specifications including, but not limited to, grade and species of lumber and concrete and steel strength
- List of design load criteria: live load, dead load, snow load, wind speed, soil bearing capacity, and lateral earth pressure
- Foundation plan, *if applicable*
- Building height must be provided by listing the information on the plans
- Lot coverage must be provided by listing the information on the plans
- Footing details (Frost Depth is 5 feet) , *if applicable*
- Floor plans of all levels with all rooms labeled
- Locations of smoke and carbon monoxide alarms, *if applicable*
- Structural framing plans for each level and roof accurately detailing all members, sizes, span lengths, and spacing
- Structural details of connections
- Load calculations for all adjustable columns, *if applicable*
- Typical wall section with sheathing thickness and type, *if applicable*
- Insulation R-values and U-factors, *if applicable*
- Wall bracing including location of all braced wall lines and braced wall panels, method(s), and any other special requirements. Proprietary products require an evaluation report from an approved listing agency. Designed shear walls require the submission of design calculations sign and sealed by a Maine-registered design professional, *if applicable*
- Building cross sections with all posts, joists and beams labeled, *if applicable*
- Elevations (front, sides and rear) indicating window and door dimensions. Exterior grade (both preconstruction and post construction) must be accurately shown, *if applicable*
- Whirlpool/Jacuzzi/over-sized tub manufacturer's information showing structural loading requirements, *if applicable*
- Location of safety glazing, *if applicable*
- Manufacturer's design specifications for pre-fabricated fireplaces, *if applicable*

- All plans must adhere to, *as applicable to the project*:
 - Architectural Drawings
 - Name and address of project
 - Name, address and occupation of the author of the construction documents.
 - Scaled and dimensioned floor plans with all room names labeled; doors and windows shown; and special features clearly noted.
 - Exterior elevations, showing all openings.
 - All door and window sizes noted either on elevations, plans or door and window schedules referenced to plans. Indicate sleeping room and basement egress.
 - Complete sections and details for foundations, floors, walls and roofs, with components of assemblies completely noted, properly cross-referenced, with floor-to-floor heights dimensioned.
 - Indicate compliance with braced wall requirements, indicating the specific methods used and details of the method(s) in the construction documents. (See below for additional information)
 - Indicate compliance with Energy Code. Show insulation values plus mechanical drawings as required below.
 - Indicate stair dimensions, tread and riser dimensions, handrail and guardrail information.
 - For additions and renovations, make clear the distinction between existing construction, alterations to existing, and new work.
 - Wall-bracing plan review
 - The IRC wall-bracing method must be noted on the submitted plans, with areas of braced walls shown on elevations and interior braced wall length shown on floor plans. The areas of braced wall must be clearly and obviously shown and noted, by darker shading or some other standard black and white graphic method. Connections, details and nailing schedule must be shown on plans. Details showing continuous load path and uplift resistance must be shown (i.e. wall sheathing lapped over rim joists or metal strap connections of walls to floor system, etc).
 - Construction drawings must include design details of portal frame, standard manufactured shear panels or other pre-engineered approved methods, if used.
 - Structural calculations bearing the dated signature and seal of a design professional registered in the State of Maine are acceptable as an alternative to prescriptive design.
 - Structural Information
 - Note uniform design loads and any special loading.
 - Scaled and dimensioned foundation plans. Show ventilation and access openings as required.
 - Scaled and dimensioned floor and roof framing plans. Indicate all beam sizes, headers, ledgers, posts and columns. Note species and grade of lumber, or manufactured structural members performance grade.
 - Sections and details properly referenced to plans.
 - Reinforcing steel, if used, for slabs, retaining walls, grade beams, foundations and foundation walls.
 - For additions and renovations, detail the existing structure and footings that provide bearing for new work.
 - Structural calculations, signed and sealed by a structural design professional, licensed in the State of Maine, for those structural elements that exceed the tabular values set forth in the code, and for retaining walls with a difference in grade of greater than two feet.
 - General notes and construction notes.

SAMPLE Plot Plan



THIS SKETCH IS FOR REPRESENTATIONAL PURPOSES ONLY. Refer to Town of Hampden Zoning Ordinance for setback requirements, etc. Surveys or mortgage sketches may also be used.

We highly recommend the use of a Professional Land Surveyor for siting the location of your Principal Use Structure

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PLOT PLAN (Optional if Site Plan Provided)

IF YOUR PROJECT INVOLVES A LOT IN A SUBDIVISION PLEASE ASK FOR COPY OF PLAT PLAN

Plan should be drawn to scale. Please be as detailed as possible. Include all existing structures, wells, septic areas, driveways, etc.

Also include setbacks of structures from each other and property lines.

Front (Street Right-of Way) Lot Line

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Required Building Inspections and Acknowledgement

These are possible Inspection Requirements. Depending on the simplicity or complexity of the project more or less inspections may be required. If a commercial project, Special Inspections by Special Inspectors per IBC requirements may be needed. The Building Official is the authority on required MUBEC inspection and the Fire Inspector is the authority on required Fire Inspections.

Foundation:

1. Pre-pour footing inspection: Forms in place prior to pouring of concrete
2. Pre-pour wall inspection: Rebar in place both horizontal and vertical if needed
3. Pre-pour slab-on-ground/basement floor inspection: After foundation drainage is in place, damp-proofing or waterproofing of walls has been applied, radon provisions have been made and fill or base material is in place and covered with vapor retarder. If insulation is required beneath slab, it shall be in place prior to this inspection.

*If exterior foundation insulation is being used another inspection may be required to verify its installation.

Rough-in:

4. Framing: When all framing is done, and plumbing, electrical and mechanical rough-in is complete. Vertical penetrations sealed. Just prior to placement of insulation.
5. Insulation: Prior to covering or concealing any insulating material. This may take more than one inspection depending on products and methods being used.

→The installer certification for blown or sprayed insulation shall be submitted at this time or prior to issuance of a Certificate of Occupancy.

→If Engineered products (Trusses, TJIs, LVL, etc...) were used PE stamped designs shall be submitted at this time or prior to issuance of a Certificate of Occupancy.

6. Fire-resistance-rated construction inspection: Where fire-resistance-rated construction or separation is required. An entire Fire-rated assembly should be visible for this inspection prior to covering any portion of the assembly.

Final:

7. Final Inspection: When ALL work on the project is complete and the site has been permanently stabilized. The project should be "move-in" ready. This inspection must be done prior to occupying the home per *Maine Uniform Building & Energy Code, Section R110 Certificate of Occupancy* and the *Town of Hampden Zoning Ordinance, Section 5.3.2. Certificate of Compliance*.

→ Copy of State Electrical Permit shall be submitted prior to issuance of a Certificate of Occupancy.

For questions pertaining to the Maine Uniform Building & Energy Code or Life Safety Code please contact the Building Official @ 207-862-4000.

For questions pertaining to the applicable Fire Code, Life Safety Code, and ADA please contact the Fire Inspector @ 207-862-8422.

Building Permit Applicant Acknowledgement: I _____ acknowledge that if the required inspections are not called for by myself or the contractor and performed by a Municipal Building Inspector and Fire Inspector, to their satisfaction, a Certificate of Occupancy may not be issued upon completion of the project.

Signature: _____

Date: _____

Note: Please allow at least 24 hours' notice prior to all required inspections.

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Required Internal Plumbing Inspections and Acknowledgement

1. Under-Slab: (If needed): In slab plumbing prior to pouring concrete. If any plumbing piping, radiant heat, etc will be in the slab this inspection needs to be done prior to being covered with concrete.
2. Plumbing Rough-In: When all framing is done, plumbing, and mechanical rough-in is ready for Inspection. Just prior to placement of insulation.
3. Final Inspection: When ALL work on the project is complete and the site has been permanently stabilized. The project should be “move-in” ready. This inspection must be done prior to occupying the home per *Maine Uniform Building & Energy Code, Section R110 Certificate of Occupancy* and the *Town of Hampden Zoning Ordinance, Section 5.3.2. Certificate of Compliance*.

For questions pertaining to the Plumbing Code please contact the Local Plumbing Inspector @ 207-862-4000.

Internal Plumbing Permit Applicant Acknowledgement: I _____ acknowledge that if the required inspections are not called for by myself or the contractor and performed by the Local Plumbing Inspector or alternate, to their satisfaction, a Certificate of Occupancy may not be issued upon completion of the project.

Signature: _____

Date: _____

Required Subsurface Wastewater Septic System Plumbing Inspections and Acknowledgement

1. Scarification (REQUIRED): Scarifying the original soils, removing all tree stumps, roots, rocks, etc. After site is prepared to ascertain that the vegetation has been cut and removed in the disposal field area, the area under the disposal field and backfill extensions has been roughened, a transitional horizon has been established, and the erosion and sedimentation control measures are in place.
2. Bottom of Bed (OPTIONAL): Add fill up to grade of bottom of the bed elevation. This must clean fill.
3. Top of Bed (REQUIRED): Prior to covering the system: After installation of system components, including stone, pipes or proprietary devices, & tanks but before backfill is placed above the disposal system components. This inspection must include any curtain drains, diversion ditches, berms or other measures outlined on the design to improve the function of the system.
4. Final (OPTIONAL): Cover with clean fill as noted on the plan including the extensions. Then cover with clean loam, seed or mulch all soil disturbed areas.

For questions pertaining to the Maine Subsurface Wastewater Rules please contact the Local Plumbing Inspector @ 207-862-4000.

Subsurface Plumbing Permit Applicant Acknowledgement: I _____ acknowledge that if the required inspections are not called for by myself or the contractor and performed by the Local Plumbing Inspector or alternate, to their satisfaction, a Certificate of Occupancy may not be issued upon completion of the project.

Signature: _____

Date: _____

Note: Please allow at least 24 hours' notice prior to all required inspections.

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DESIGN PROFESSIONAL OF RECORD FORM

This form shall be completed for all commercial construction projects by a duly licensed State of Maine Design Professional authorized by statute or rule to render the services herein required. This form is being used to ensure conformance with the Maine Uniform Building and Energy Code as adopted by the State of Maine Department of Public Safety, Bureau of Building Codes and Standards, *NFPA 101 Life Safety Code* and state and federal accessibility regulations.

Owner's Name: _____

Property address: _____

Tax Map & Lot #: _____

I, _____, Licensed _____ # _____
(Printed Name of Design Professional) (Architect or Engineer)

recognize that I am the Design Professional of Record for the project located at

_____, Hampden, Maine.
(Street Address)

The construction documents attached include sufficient detail to demonstrate compliance with the Maine Uniform Building and Energy Code, *NFPA 101 Life Safety Code*, accessibility regulations and all other applicable laws, codes, and rules relating to building construction in the State of Maine.

Design Professional's Address: _____

Design Professional's Phone #: _____

Comments: _____

Signature: _____ Date: _____
(Design Professional)

NOTE: All plans and specifications submitted shall be considered for construction, and **any plan reference to not for construction will be rejected.**

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BLOWN OR SPRAYED INSULATION
INSTALLER CERTIFICATION FORM

Area Insulated	Type of Insulation & Manufacturer	Blown Insulation				
		Insulation's coverage per bag ¹	Number of Bags Installed	Settled R-value	Initial Thickness	Settled Thickness ²
Attic						
Walls						
Floors						

1. The number of bags required to result in a given R-value for a given area
2. Not required where the insulation R-value is guaranteed

Area Insulated	Type of Insulation & Manufacturer	Sprayed Poly Foam (SPF)		
		Installed Thickness	R-value	Fire Coating Used
Attic				
Walls				
Floors				

Property Owner's Name: _____

Property Address: _____

Tax Map & Lot # _____

Installer Name: _____

Installer Phone Number: _____

Insulation Installer Declaration:

I hereby certify that I installed the above specified insulation at the above specified location in accordance with the manufacturer's installation instructions.

(Authorized Signature)

STATE OF MAINE
CHIMNEY OR FIREPLACE CONSTRUCTION/INSTALLATION DISCLOSURE

Dear Consumer: State law, specifically 32 M.R.S.A. § 18108, requires that chimney or fireplace installers, as of January 1, 1992, provide you with this "Disclosure" prior to the installation or construction of your chimney or fireplace. The purpose of this Disclosure is to inform you that the National Fire Protection Standard #211 (NFPA #211) is the current standard which applies to all new construction of chimneys and fireplaces. Please note that the State of Maine does not require registration or licensure of chimney or fireplace installers. It is important to realize that many fires are caused each year from improperly constructed fireplaces and chimneys. This disclosure form should help you in making an informed decision as to the abilities of the installer and under what requirements the installation must comply.

INSTALLER INFORMATION

Name of Installer:		D/B/A:	
Name of Installer (if incorporated):		D/B/A:	
Legal Address:			
City:	State:	Zip Code:	
County:		Home Telephone: (____)_____-_____ Work Telephone: (____)_____-_____	
Years of experience doing fireplace or chimney installations:			

CONSUMER INFORMATION

Name of Consumer:		
Mailing Address:		
City:	State:	Zip Code:
County:		Home Telephone: (____)_____-_____ Work Telephone: (____)_____-_____

Installer, please give a brief description of installation being offered: _____

I hereby attest that the preceding information provided is true to the best of my knowledge. I also understand that if I fail to conform with the standards as outlined in NFPA #211 that I shall be subject to penalties as outlined in Title 32, M.R.S.A., Chapter 33 and the Oil and Solid Fuel Board Rules.

Signature of Installer: _____ Date: _____

INSTALLATION STANDARDS

The 2006 Edition of NFPA #211 contains provisions for chimney, fireplaces, venting systems, and solid fuel burning appliances including their installations. The standards apply to residential as well as commercial and industrial installations.

PLEASE CHECK THE TYPE OF CONSTRUCTION TO BE BUILT:

Factory-Built Chimney and Chimney Units.

Factory-built chimney and chimney units shall be listed and installed in accordance with the temperature conditions of the listing, the manufacturer's instructions and all applicable sections of NFPA #211.

Factory-Built Fireplaces.

Factory-built fireplaces shall be listed and shall be installed in accordance with the terms of the listing. Hearth extensions shall be provided in accordance with the manufacturer's instructions or shall be of masonry on non-combustible construction in accordance with applicable sections of NFPA #211.

Unlisted Metal Chimney (smokestacks) for Non Residential Applications.

Single wall metal chimneys or unlisted metal chimneys shall not be used inside or outside of one and two family dwellings. Metal chimneys shall be constructed and installed in accordance with the appropriate sections of NFPA #211

Masonry Chimney.

Masonry chimneys shall be constructed by appropriate sections of NFPA #211 for proper design, support, re-enforced, and installation..

Masonry Fireplace.

Masonry fireplaces shall comply with all requirements of NFPA #211 and all other pertinent sections.

CONSUMER CHECKLIST

1. Has the installer provided you with a written contract? 10 M.R.S.A., Chapter 219-A requires written contracts for any home remodeling or construction with an estimated cost in excess of \$3,000.
2. Have you asked the local fire department or code enforcement officials to inspect the installation during and after construction?
3. Is the installer familiar with current NFPA #211 standards and does he have a copy of same?
4. Have you asked for references to be provided by the installer?